

GBHWC
FORM REVIEW AND ENDORSEMENT CERTIFICATION

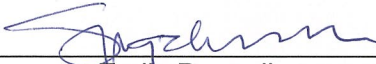
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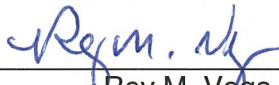
Form

Originator: Human Resources

Form No.: F-AD 27

Title: Interview Form

Reviewed/Endorsed	Date	Signature
	8/17/16	
Name and Title	Emily Pangelinan Human Resources	

Reviewed/Endorsed	Date	Signature
	8/17/16	
Name and Title	Rey M. Vega GBHWC Director	



**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
EXIT INTERVIEW QUESTIONNAIRE**



ALL INFORMATION WILL BE KEPT FULLY CONFIDENTIAL!

Name/Title _____ Dept/Section: _____

Supervisor: _____ Employed from: _____ to: _____

REASON FOR LEAVING GBHWC: _____

Rate each factor on a scale of 1 to 5 with 1 being excellent and 5 being of no value.

CODE: 1–Excellent; 2–Good; 3–Average; 4–Poor; 5–No Value; NA–Unable to Rate

1. ORIENTATION:

- | | | | | | |
|--|---|---|---|---|---|
| a. General Orientation | 1 | 2 | 3 | 4 | 5 |
| b. Division/Section Specific Orientation | 1 | 2 | 3 | 4 | 5 |
| c. Other training | 1 | 2 | 3 | 4 | 5 |
| d. Duties outlined | 1 | 2 | 3 | 4 | 5 |

If training needs were not addressed, how did it impact on your work?

2. JOB SATISFACTION:

- | | | | | | |
|------------------------------|---|---|---|---|---|
| a. Work duties | 1 | 2 | 3 | 4 | 5 |
| b. Work hours | 1 | 2 | 3 | 4 | 5 |
| c. Work conditions | 1 | 2 | 3 | 4 | 5 |
| d. Upward mobility/promotion | 1 | 2 | 3 | 4 | 5 |
| e. Supervision | 1 | 2 | 3 | 4 | 5 |
| f. Continuing education | 1 | 2 | 3 | 4 | 5 |
| g. Compensation | 1 | 2 | 3 | 4 | 5 |
| h. Wage rate | 1 | 2 | 3 | 4 | 5 |
| i. Opportunity for input | 1 | 2 | 3 | 4 | 5 |
| j. Leave benefits | 1 | 2 | 3 | 4 | 5 |
| k. Insurance coverage | 1 | 2 | 3 | 4 | 5 |

What was most satisfying about your Job? What is the least satisfying?

3. MORALE:

- | | | | | | |
|----------------------------|---|---|---|---|---|
| a. Compensation | 1 | 2 | 3 | 4 | 5 |
| b. Scheduling options | 1 | 2 | 3 | 4 | 5 |
| c. Approval of leaves | 1 | 2 | 3 | 4 | 5 |
| d. Rewards/Recognition | 1 | 2 | 3 | 4 | 5 |
| e. Educational opportunity | 1 | 2 | 3 | 4 | 5 |
| f. Fair treatment | 1 | 2 | 3 | 4 | 5 |
| g. Effective communication | 1 | 2 | 3 | 4 | 5 |
| h. Effective supervision | 1 | 2 | 3 | 4 | 5 |

Describe the type of problems and/or opportunities you encountered with regards to the factors listed above that has caused low or high morale for you. (Who, What or Why)

4. GBHWC AS AN EMPLOYER:

- | | | | | | |
|---------------------------------------|---|---|---|---|---|
| a. Reasonable policies/procedures | 1 | 2 | 3 | 4 | 5 |
| b. Working conditions | 1 | 2 | 3 | 4 | 5 |
| c. Employee support | 1 | 2 | 3 | 4 | 5 |
| d. Education/Skills | 1 | 2 | 3 | 4 | 5 |
| e. Management Philosophy | 1 | 2 | 3 | 4 | 5 |
| f. Accountability from top management | 1 | 2 | 3 | 4 | 5 |

5. SUPERVISION AND SUPPORT:

- | | | | | | |
|---|---|---|---|---|---|
| a. Had the resources and support necessary to accomplish your job | 1 | 2 | 3 | 4 | 5 |
| b. Have clear goals and know what was expected of you in your job | 1 | 2 | 3 | 4 | 5 |
| c. Received adequate feedback about your performance | 1 | 2 | 3 | 4 | 5 |
| d. Did you get along with your supervisor | 1 | 2 | 3 | 4 | 5 |

6. What are the strengths and weaknesses associated with GBHWC.

7. What recommendation(s) can you provide to improve retention of employees?

EXIT INTERVIEW CONDUCTED BY:

EEO OFFICER/HUMAN RESOURCES

DATE

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